

# PLATINUM TIMELINE

EVENTS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
NEWSLETTER		Create timeline of newsletter topics	State will provide newsletter	Create Nov. newsletter	Distribute newsletter to school	Create Jan. newsletter
TRAININGS	Mentor Training <b>Thurs. July 17</b> Review Training materials <a href="http://www.hearthighway.org/gms">www.hearthighway.org/gms</a>	GMS Annual Training <b>Tues. Aug. 5</b> Review Training materials <a href="http://www.hearthighway.org/gms">www.hearthighway.org/gms</a>			Policy and Fall Annual Trainings <b>Oct. 27 - Nov. 12</b> talk to LHD for your date	
ASSEMBLIES	Look at Kick-off assembly outline	Plan Kick-off assembly	Kick-off Assembly			
REPORTS			Collect available data for mid-year progress report	Collect available data for mid-year progress report	Collect available data for mid-year progress report <b>Mid-year progress reports due Fri. Nov. 21</b>	
CONTINUE TO IMPLEMENT BRONZE CRITERIA		Set GMM goal Plan mile tracking system Plan incentives for walking	Ensure that Bronze 1 and 5 policies are still being implemented Ensure that Health Ed Core is being taught	Ensure that Safe Routes plan is being used	Write descriptions for Bronze 1, 2, 3, and 6 for mid-year progress report	
CONTINUE TO IMPLEMENT SILVER CRITERIA		Decide on PTA health event Determine which 3 criteria will be completed from Criteria Menu	Ensure that the Silver 2 policy is still being implemented Ensure that competitive and non-competitive activities are offered		Write descriptions for Silver 1, 3 and any non-policy criteria from the criteria menu for mid-year progress report	
CONTINUE TO IMPLEMENT GOLD CRITERIA		Determine which non-policy Gold 3 and criteria menu criteria need to be completed	Ensure that Gold 1, 2 and any 3 policies are still being implemented		Write descriptions for non-policy Gold 3 and criteria from criteria menu	
SCHOOL COMMUNITY COUNCIL		Give memo to School Community Council (SCC)	Determine which health topics will be included on the agendas	Include health on the agenda	Include health on the agenda	Include health on the agenda
HEALTHY CHOICES POLICY			Introduce concept to faculty and staff <b>Fruits &amp; Veggies—More Matters® Month</b>	Review existing policy if available		
YEAR LONG FACULTY/STAFF WELLNESS PROGRAM		Plan a program with school coordinator	Present the wellness program to faculty and staff.		Write description for mid-year progress report	
FAMILY AND COMMUNITY INVOLVEMENT		Determine how to get family and community involvement	Help plan , advertise to the parents and/or community	<b>Walk to School Day; Red Ribbon Week</b>	Write description for mid-year progress report	
RECESS BEFORE LUNCH OR ADEQUATE EATING TIME POLICY		Determine which policy the school will implement	Introduce concept to faculty and parents	Review existing policy if available		

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EVENTS	JANUARY	FEBRUARY	MARCH	APRIL	MAY
NEWSLETTER	Distribute newsletter to school	Create March newsletter	Distribute newsletter to School		
TRAININGS	PE Training <b>Thurs. January 15</b>				Mentor Awards Luncheon <b>Thurs. May 14</b>
ASSEMBLIES			Set date and time for Awards Assembly. Inform LHD and media if needed	Plan Awards Assembly	Awards Assembly
REPORTS	Write policy drafts	Policy Drafts Due <b>Fri. Feb. 6</b> Collect available data for end-year report	Collect available data for end-year report	End-year reports due <b>Fri. April 3</b>	
SCHOOL COMMUNITY COUNCIL	Include health on the agenda Obtain SCC agenda for end-year report	Include health on the agenda	Include health on the agenda Write description for end-year report, include SCC agenda	Include health on the agenda	Include health on the agenda
HEALTHY CHOICES POLICY	Write policy draft	Turn in policy draft <b>Feb. 6</b>	<b>Nutrition Month &amp; School Breakfast Week</b> Present policy to faculty	Include final policy with end-year report	
YEAR LONG FACULTY/STAFF WELLNESS PROGRAM	Re-motivate faculty to continue program	Implement and maintain	Implement and maintain  Write description for end-year report	Implement and maintain	Celebrate faculty and staff's participation
FAMILY AND COMMUNITY INVOLVEMENT			<b>Nutrition Month</b> Write description for end-year report		<b>Physical Fitness and Sports Month</b>
RECESS BEFORE LUNCH OR ADEQUATE EATING TIME POLICY	Write policy draft	Turn in policy draft on <b>Feb. 6</b>	Present policy to faculty and parents	Include final policy with end-year report	
MISCELLANEOUS		Schools' Final Levels due <b>Fri. Feb 27<sup>th</sup></b>			<b>Teacher Appreciation Week May 4-8</b> Stipend Reimbursements due <b>Fri. May 1</b> Last day to order tobacco incentives <b>Fri. May 1</b>